



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND EUROPE
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-EEO

JPM 6 7-08

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: United States Army Garrison (USAG) Mannheim Command Policy 59,
Equal Employment Opportunity and Affirmative Employment Policy**

1. References: 29 Code of Federal Regulation, Part 1614 – Federal Sector Equal Employment Opportunity, Army Regulation 690-600 – Equal Employment Opportunity Discrimination Complaints and EEOC Management Directive 715.
2. I am totally committed to the Department of the Army goal to provide equal employment opportunity and treatment without regard to race, color, religion, sex (to include pregnancy status), age, national origin, and physical or mental disability.
3. I expect all managers and supervisors to ensure that equal employment opportunity is applied to, and is a part of, all personnel management policies, procedures and actions that affect employment, including recruiting, hiring, assignments, transfers, tour extensions, training, promotions, awards, disciplinary actions, and terminations.
4. Support of the principles of the Equal Employment Opportunity (EEO) program will remain a critical element in the supervisory evaluations of managers, supervisors, and leaders who have the responsibility for maintaining a productive work environment free of discrimination. Nothing less than full support of these principles is acceptable.
5. Discrimination violates the high standards of honesty, integrity, and organizational values needed to carry out our mission. Discrimination based on race, color, religion, sex, age, national origin, physical or mental disability, or reprisal, will not be tolerated. Behavior that could be interpreted as discriminatory, including racist or sexist jokes and slurs is unacceptable.
6. I expect each manager, supervisor, leader, and employee to create and maintain an environment free of discrimination for our civilian employees. Supervisors will ensure that offenders receive swift and appropriate punishment in proven cases of discrimination. Civilians should report discrimination through their chain of command or to the Equal Employment Opportunity office to seek proper redress for complaints.

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7. Affirmative employment is another goal of our EEO program. It involves the identification of policies and practices that impede fair and open competition and removal or modification, where appropriate, of any policy, practice or procedure that creates a barrier to equality of opportunity. Supervisors have an ongoing obligation to eliminate barriers that impede free and open competition in the workplace and prevent individuals of any racial or national origin group or either sex from realizing their full potential. Supervisors must also take proactive steps to ensure equal employment opportunity for individuals with disabilities, to include hiring, placement and advancement; and they will work in a cooperative manner to provide reasonable accommodations to qualified individuals with disabilities.

8. I encourage all managers, supervisors, leaders, and employees to make equal employment opportunity a reality in all U.S. Army organizations in the USAG Mannheim Area, and to create a work environment conducive to personal and professional excellence.

9. A copy of this memorandum will be permanently displayed on official bulletin boards. Managers and supervisors should also circulate this memorandum among civilian employees, to ensure that each employee is aware of this policy.

10. The proponent for this policy memorandum is the USAG Mannheim Equal Employment Opportunity Office, DSN 385-2247.


JEFFREY FLETCHER
LTC, AG
Commanding

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